

STATINTL

Chief,

27 January 1951

Chief, Administrative Services

Opening of Personal Mail

1. Effective immediately, you are instructed not to open any personal mail.

2. Such mail should be forwarded to the addressee through the usual channels. Before doing so, there should be placed on it a stamp, as follows:

"PLEASE NOTIFY YOUR CORRESPONDENTS
NOT TO ADDRESS MAIL TO YOU AT THE
AGENCY ADDRESS."

3. In cases where mail is inadvertently opened, it should be re-sealed with scotch tape and a note made thereon that the envelope was opened in error.

4. A record should be kept of personal mail received, and when the number of pieces for any one individual amounts to five (5), you should notify this office in order that the Deputy Director of Central Intelligence may be informed.

/S/
E. L. PERL

WLP: sw

cc: Chrono
Mail & Courier file
Admin. Inst.

Directives file
Procedure file

NOTE: These instructions are in accordance with those given me verbally by the Deputy Director for Central Intelligence.

/S/ JDA